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**MEETING NOTES**

**PRESENT:** Stewart, [REDACTED]

25X1

**SUBJECT:** Retirement Board

1. Mr. Stewart remarked that he had discussed the idea of a Retirement Board with the Career Council some time ago and obtained agreement to proceeding. The plan for such a Board provides for careful consideration of the retirement plans of Agency employees as they reach an age at which their length of service qualifies them for optional retirement under the Civil Service Retirement Act. It is designed to bring about a judicious review of the individual's current and prospective usefulness to the Agency if he were to remain until mandatory retirement, his own plans and personal arrangements for retirement, etc.

2. The Retirement Board would be composed of three members, one representing DOI, one DOE, and one DOD; the members would elect the Chairman of the Board from among themselves. A representative of the Medical Staff and the Chief, Benefits and Services Division would serve as advisors. A representative of the career service concerned would be invited to discuss each case with the Board. The Chief, Personnel Operations Division would serve as Executive Secretary to the Board and POD would administratively support the Board.

3. The procedure would be as follows:

a. Benefits and Services Division will identify those individuals whose age and length of service qualify them for optional retirement. The names of such individuals would be referred to the Personnel Operations Division.

b. POD, working through the Clandestine Services Personnel Division regarding individuals in the Clandestine Services Career Service, would consult with each individual's career service to determine whether he might be approached concerning immediate retirement or, possibly, reassignment to a less demanding job.

c. POD would then refer those names selected by the career services for retirement consideration to the Special Assistant to the Director of Personnel (whose review will include legal aspects), the Office of Security, the Medical Staff, and the Assessment and Evaluation Staff for comment or information pertinent to the Board's consideration.

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d. The issues would then be brought up with the Retirement Board for discussion and determination regarding whether the individuals should be approached regarding optional retirement. No individual will be approached without the approval of the Board and the concurrence of his career service.

e. When it has been determined that an individual should be approached, PCD will do so, after confirming that his supervisor has been informed of this intention. In discussing prospective retirement with the individual, PCD will refer him to RSD for specific advice on his retirement benefits and counseling on personal planning for retirement if desired. Also, if appropriate, he will be referred to the Out Placement office for advice and assistance in locating other employment.

f. When a reasonable period of time has elapsed and an individual has not followed through on retirement or if he has expressed reluctance or unwillingness to do so, he will be afforded an opportunity to present his case to the Retirement Board which will determine whether he should be retained or referred to the Special Assistant to the Director of Personnel to institute involuntary separation proceedings.

g. Mr. Stewart indicated that he would meet with the Board initially to assist in its organization and orientation and that he would get in touch with the Deputy Directors about naming their representatives. He asked [ ] to proceed with identifying some of the individuals immediately eligible for retirement and suggested that [ ] might also be aware of some names which might be considered now. He proposed to brief the Board members concerning the plan before he departs on leave and to call a Board meeting as soon as there are cases to present.

h. Mr. Stewart said that a regulation or notice explaining the purposes of the Retirement Board and its general procedures should be prepared promptly. He emphasized the importance of educating Agency employees generally as the objectives of this plan in relation to Agency manpower needs.